



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Sheriff's Office



Date: April 1, 2014
Board Meeting Date: May 6, 2014
Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors
From: Greg Munks, Sheriff
Subject: Ordinance amending the Master Salary Ordinance

RECOMMENDATION:

Introduction of an ordinance amending the Master Salary Ordinance to reflect the addition of one Assistant Sheriff position and the deletion of one Sheriff's Lieutenant position, and waiver of reading the ordinance in its entirety.

BACKGROUND:

The Sheriff's Office has experienced significant growth in responsibility and personnel due largely to the contracts to provide municipal law enforcement services to the communities of San Carlos, Half Moon Bay, and Millbrae. Based on the current and potential future growth, the Sheriff's Office contracted with Management Partners to perform a review of the Sheriff's Office organizational structure. The organizational review included examining the current San Mateo County Sheriff's Office structure; interviewing command staff for input on the organization structure and suggestions on improving the delivery of service; examining the major functions of Sheriff's Offices throughout the state, including a review of their organizational structures focusing on rank structure and the division of workload by division; and completing span of control comparisons utilizing the Counties of Alameda, Riverside, San Joaquin, Santa Barbara, and Ventura as benchmarks.

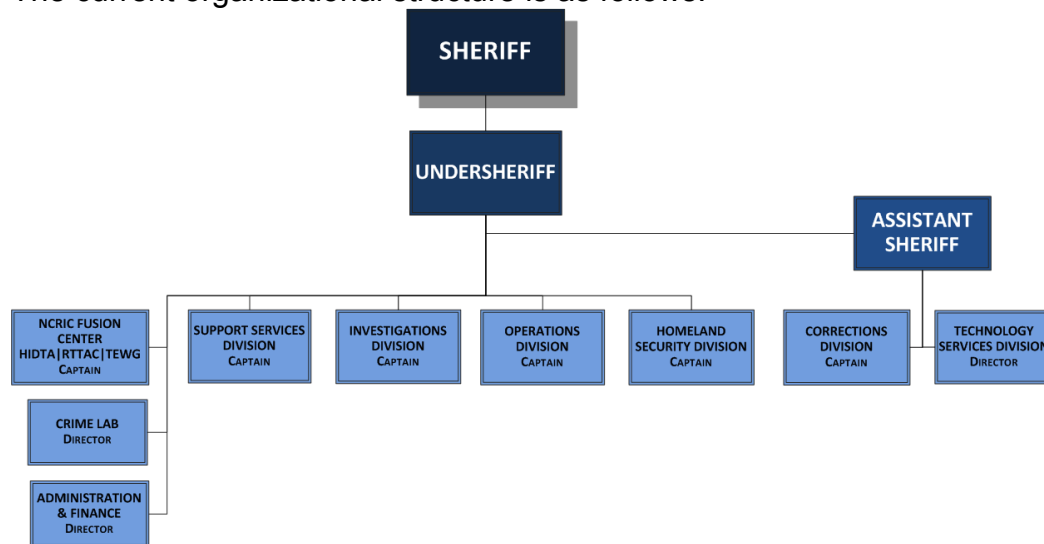
DISCUSSION:

After reviewing and discussing the Management Partners study results with the Sheriff's Office management staff, it was determined that it would be in the best interest of the Office to move forward with the study's recommendations of 1) creating a new Assistant Sheriff position and 2) changing the structure of the Operations division. The new Assistant Sheriff will oversee the Operations, Investigations, and Homeland Security divisions while the existing Assistant Sheriff's position will continue to oversee the Corrections Division, Jail Planning Unit, and Technology Services. This new structure will create balance in the organization, thus allowing the Undersheriff to have a true administrative management role.

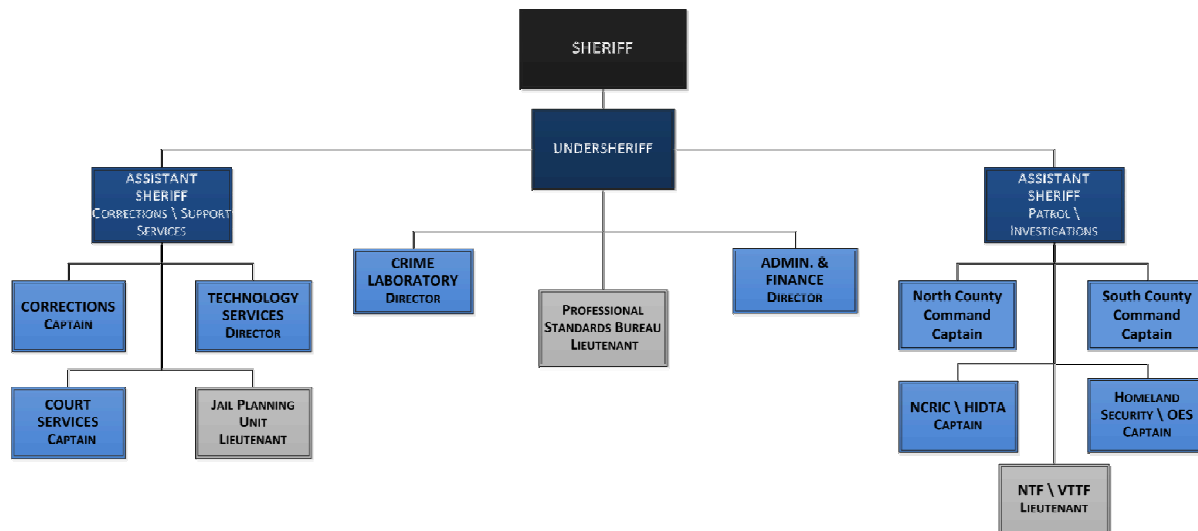
In addition to creating a new Assistant Sheriff position, the Operations division will be bifurcated based on geography – north command which will encompass the northern and coast portion of the County and south command which will cover the southern portion.

In order to accomplish this reorganization, a Captain position will be converted to an Assistant Sheriff and a Lieutenant will be converted into a Captain. This results in the addition of the Assistant Sheriff position and the elimination of a Lieutenant position.

The current organizational structure is as follows:



The proposed organizational structure is depicted below:



The salary ordinance changes herein represent the:

- Addition of one Assistant Sheriff position
- Deletion of one Sheriff's Lieutenant Position

ORGANIZATION 30000 SHERIFF'S OFFICE

- Action A: Add: One position of B245, Assistant Sheriff
 Biweekly Salary: \$5,181.60- \$6,476.80
 Approximate monthly salary: \$11,228 - \$14,034
- Action B: Delete: One position of D191, Sheriff's Lieutenant
 Biweekly Salary: \$4,195.20 - \$5,244.00
 Approximate Monthly Salary: \$9,090 - \$11,363

The ordinance has been reviewed and approved by County Counsel as to form.

These changes contribute to a Shared Vision 2025 outcome of a Safe Community by ensuring that management of the Sheriff's Office remains consistent with the growth of the organization resulting in a level of management that supports current staffing levels and potential future growth.

FISCAL IMPACT:

This action represents an estimated annual salary and benefits cost of \$46,431. The Assistant Sheriff position is projected to be filled in July of 2014 and will be funded through a reallocation of existing appropriations within the Sheriff's Office Budget for FY 2014-2015. There is no additional Net County Cost associated with this action.